
Subject: Federal Management Evaluations

Effective Date: October 1, 2006

Revised from:

Policy: The State Agency (SA) will expect a management evaluation from the Regional USDA Food and Nutrition Service Office (FNS) based upon a set schedule. Notification of the upcoming management evaluation will be sent by FNS with self-evaluation forms and a list of any required materials for the visit.

Reference: CFR§246.19(a)

Procedure:

1. The SA will review the requested materials and complete all evaluation forms prior to the visit. The forms will be completed by the staff person(s) who most often work with the subject of the assessment.
2. The SA staff will make arrangements with Local Agencies (LA) for site visits as required during the visit of FNS staff.
3. The SA staff will meet with FNS staff during their on-site review and provide any required items or documentation.
4. After the completion of the on-site visit, the FNS staff will provide a report in writing of any findings based upon the on-site visit.
5. The SA will submit a corrective action plan, including implementation timeframes, within 60 days of receipt of the report.
6. If the corrective action plan is acceptable, FNS will notify the SA in writing within 30 days of receipt of the plan.